Class Title: Data Processing Operator 1
Class Code: 002771

Examination Method

Minimum Qualifications Evaluation: Employment applications for Data Processing Operator 1 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Data Processing Operator 1. The written test takes approximately two (2) to three (3) hours to complete.

Test Content Summary

The written test consists of 65 multiple choice questions divided into four test sections. Each test section has been designed to assess knowledge, skills, and abilities needed to effectively perform the job duties of a Data Processing Operator 1. The four test sections are described below.

Locating Calculation Errors - Questions assess an applicant ability to find calculation errors in tables of numbers. (15 questions)

Checking - Questions assess applicant's ability to determine if there are errors in copied materials. (15 questions)

Reading Passages and Answering Questions About Content - Questions assess an applicant's ability to learn specific components of the job through the reading of written materials. (15 questions)

Identifying Coding Errors - Questions assess an applicant's ability to apply policies to identify errors in data entered into a computer. (20 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).